

Kalyan Singh Super Specialty Cancer Institute
कल्याण सिंह सुपर स्पेशियलिटी कैंसर संस्थान
C.G. City Sultanpur Road, Lucknow-226002
सी.जी. सिटी, सुल्तानपुर रोड, लखनऊ-226002
(An Autonomous Institute of the Govt. of Uttar Pradesh)
(उत्तर प्रदेश सरकार का स्वायत्तशासी संस्थान)

Email: hta.ksssci@gmail.com

Advertisement No. KSSSCI/RC-01/HTA/2024-25

Advertisement for the post of Administrative Assistant (Administrative Staff) in Health Technology Assessment in India (HTAIn) Project funded by DHR-ICMR.

Applications are invited for the following post in the extra-mural project titled; "Health Technology Assessment in India (HTAIn)" funded by Department of Health Research MoHFW, Government of India. The Project duration is of 02 years.

The last date for sending duly filled application is 20-SEPTEMBER-2024.....05:00PM.

Sl. No.	Name of post	No. of post	Essential qualification and experiences	Monthly consolidated emolument	Upper Age limit for fresh recruits
1.	Administrative Assistant	01	Essential: Graduate from a recognized institution with computer knowledge. Desirable: Experience of working in extramural funded project in medical institute <ul style="list-style-type: none">• MS Office• Data entry software• Statical analysis software	25,000/-	35-40 years

General Information:

1. The filled application form should be sent via E-mail to hta.ksssci@gmail.com latest by 20th September, 2024, 17:00 hrs. Institute will not entertain the applications submitted via any other medium besides E-mail. Institute will not entertain applications received after due date.
2. Eligible candidates will be invited for personal interview/selection process.
3. The candidates are advised to bring the hard copy of application Form and attach the self-certified copies of degrees & experience as listed and bring it on the date assigned for interview.
4. Maximum age limit as mentioned above to be reckoned as on the date of walk-in interview. Age relaxation will be given as per ICMR rules /UP Government rules.
5. Incomplete applications will be rejected. The candidate must ensure that complete and correct information is filled, as it will be used to determine suitability for appearing in the interview. The Institute will not be responsible if the application of any candidate is rejected on the basis of incomplete or faulty information.

Accepted
04-SEP-2024

Kalyan Singh Super Specialty Cancer Institute

कल्याण सिंह सुपर स्पेशियलिटी कैंसर संस्थान

C.G. City Sultanpur Road, Lucknow-226002

सी.जी. सिटी, सुल्तानपुर रोड, लखनऊ-226002

(An Autonomous Institute of the Govt. of Uttar Pradesh)

(उत्तर प्रदेश सरकार का स्वायत्तशासी संस्थान)

Email: hta.ksssci@gmail.com

6. Documentary proof of experience claimed is must.
7. The appointment is purely temporary on ad-hoc basis for a period of one-year duration, subject to renewal based on performance of the candidate, as assessed by the Principal Investigator.
8. No TA/DA will be given for attending interview/ selection process.
9. Director, KSSSCI reserves the absolute discretion to cancel the advertisement in part of whole, without assigning any reason thereof.
10. Candidates are informed that the said recruitment is purely ad-hoc in nature and for the project only. The project employee will not be treated an employee of KSSSCI, Lucknow and shall hold no claims to the Institute for similar permanent position at this Institute.
11. Only successful candidates will receive information regarding the result of the interview/selection process via e-mail.
12. The appointment shall be subject to certification of medical fitness by the Medical Board of Institute/authorized medical board.
13. The decision of Institute in respect of eligibility and suitability of a candidate shall be final. Director of the Institute reserves the right too reject any or all applications without assigning any reason.

Ayush Lohiya
04-SEP-2024

Dr. Ayush Lohiya
Associate Professor of Public Health
Principal Investigator
(HTA Project)

**Application Form for
Administrative Assistant (Administrative Staff) in “Health Technology
Assessment in India (HTAIn)” funded by DHR-ICMR.**

Advertisement No. KSSSCI/RC-01/HTA/2024-25

Paste Self Signed
Passport Size
Colored
Photograph
DO NOT STAPLE

Signature of Candidate

1.	Title of project applied for					
2.	Name of post applied for					
3.	First Name	Middle Name	Surname			
4.	Father's Name/ Husband Name		Mother's Name			
5.	Date of Birth (DD/MM/YY)		Age as on date of last date of eligibility			
6.	Gender Status: (Male/Female/Others)					
7.	Marital Status: (Single/Married/Widow/Divorced/Separated)					
8.	Category: (UR/OBC/SC/ST etc.)					
9.	State Domicile					
10.	Nationality					

11.	Mailing Address	Permanent Address (If different)
12.	Mobile No. + 9 1	E-mail:

13.	Alternate Mobile No. + 9 1	Re-fill the same E-mail:
-----	-------------------------------	--------------------------

Educational Details:

14.	Examination Passed	Institution	Subject	Year	Percentage	No. of Attempts

Professional Details:

15.	Post Held	Pay Scale	Institution	Duration	
				From	To

Declaration:

I, hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. I solemnly affirm that if any material fact has been suppressed by me, my candidature shall stand immediately cancelled without any notice. In this matter decision of the admitting Institute shall be final and binding on me.

Place:

Date:

Signature of the Candidate

Documents to be attached with the application form:

1. Self-certificate copy of
 - a. Matriculation certificate/age proof or any authentic age proof certificate.
 - b. Intermediate science certificate & Diploma certificate by the recognized institutions.
 - c. Graduation Degree
 - d. Post-graduation Degree
 - e. Certificate of experience justifying your eligibility
 - f. All document as a proof of their academic/professional qualification and experience.
 - g. Any other documents justifying yours suitability for the post.
 - h. Caste certificate from competent authority issued **within the last 6 months**, in case of reserve category candidate.